

FY0\_\_\_ Duty Preference Card (DPC)

Fax completed form to NAVFAC Code RP @ (202)-685-1465, or e-mail this to [andersonjf@navfac.navy.mil](mailto:andersonjf@navfac.navy.mil).

\_\_\_\_\_  
**Name (Last, First MI)                      Rank                      Desig                      SSN**

\_\_\_\_\_  
**Current Assignment (Billet and Unit)**

**Duty Preferences**

List a minimum of three choices. If you desire to stay in current billet, list your current assignment as your first preference.

Pri	Unit Name	P-1R BIC*	Billet Description
1			
2			
3			
4			
5			
6			
7			

\* P-1R BIC: Billet Identification Code

**Remarks**

Continued on Reverse:              Yes      No

**Notes:**

- If you are currently in IRR and desire to remain in that status next year, leave the duty preference section blank and include the following in the "Remarks" section: Desire to remain in IRR for FY02.
- If you are currently in a pay status but intend to transfer to the IRR next year, leave the preference section blank and include the following in the "Remarks" section: Intend to transfer to IRR for FY02. This will ensure you are not detailed by the FY02 detailing conference.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

## **DUTY PREFERENCE CARD (DPC) INFORMATION**

Naval Facilities Engineering Command conducts an annual O-4 and below detailing conference for Program 7 (Construction Force) units. Additionally, NAVFAC is tasked to recommend Reserve CEC officers for assignment to REDCOM (Non-Program 7) units.

In order to give officers an opportunity to express a preference for specific billets, a **Duty Preference Card (DPC)** is **required**. This card should be filled out and returned to NAVFAC (Code RP) regardless of whether you would like to continue in your present billet another year or stay in VTU or IRR status. These cards will be used to prepare worksheets for the O-4 and below Detailing Conference. Completion of the DPC, however, does not negate the requirements in some cases for a formal application package and does not ensure assignment to the billet requested. Geography, resources, career development, specialized skills, and regular rotation are just some of the factors considered during the conference, as well as officer preference. Failure to return a DPC, however, may render your assignment in a static billet.

**Each year DPC's must be returned no later than the first of April.** Duty preference information received after June 1<sup>st</sup> may not be available for the Detailing Conference.

Questions about billets, duty preference cards, or revising duty preferences may be e-mailed to: [andersonjf@navfac.navy.mil](mailto:andersonjf@navfac.navy.mil) or phone (202) 685-9014 or DSN 325-9014.